

PROGRAMS AND/OR TASKS FOR 1962 COMPLETION

Charge No.	Task No.	Task Name	Target Date	Effort MM	Responsibility Name	I.O. Responsibility Name
502-3-1	1	Conveyor System	Completed			
	2	Interior Design				
		Overall theme				
		6th Floor				
		Cafeteria				
		Library				
		Lounges				
	3	Unitized Furniture and Layout List	Admin			
	4	Moving Schedule for Equipment	Admin			
	5	P. A. System	Admin			
	6	Shock Mounts for Optical Equipment	TP+DS			
	7	Film Cleaning Equipment Plus Film Rack	DMD			
	8	Shoe Cleaner	DMD			
	9	Individual Paging System :	Admin			
	10	Antenna Tower	DMD			
	11	Chain Hoist for the Photo Chemical Solutions Lab	DMD			
	12	Special Clean Room Clothing	DMD TP+DS			
	13	Vacuum Hoses	Admin			
	14	Special Furniture	Admin			
	15	Badge Boards	JS			
	16	Built-ins	Admin			

Charge No.	Task No.	Task Name	Target Date	Effort MM	Responsibility Name	I.O. Responsibility Name	25X1
	17	Briefing Room Seeds TP+DS					25X1
	18	Film Files Area			DMD		
	19	COURTIERE Carriers Communications Room			DMD/CO		
	20	Library Furniture			Admin		
	21	Computer "hard line" runs					
		PAD					
		PAG					
		TAB					
		Army					
		Navy					
		Air Force					
	22	Special Building Procedures Manual			Admin		
502-4-3	23	Photo Lab Equipment Specifications			DMD		
	24	Quality Control System			DMD		
	25	Photo Lab Moving Plan			Admin		
	26	Photo Lab Implementation Plan			DMD		
	27	Photo Lab Operations Manual			DMD		
	28	Photo Lab Facility Layout			DMD		
	29	Photo Lab Organization and Job Description			DMD		
	30	Service Photo Lab			DMD/ARMY		
502-4-2	31	Photo Solutions Lab (monitor construction)			DMD		

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Charge No.	Task No.	Task Name	Target Date	Effort MM	Responsibility Name	I.O. Responsibility Name	25X1
502-2-1	32	ALWAC Installation TID					
502-2-1	33	DMD Library Room					
	34	DMD Maps Room					
	35	DMD IEM Room					
	36	DMD Minicard Room					
25X1	37	Teleprompter Installations					
		6th Floor					
		3rd Floor					
		Army or others					
	38	Red Light System SS					
	39	Security Control Panel and Alarm System SS					
	40	Phone Schedule (sterile) Admin					
502-2-2	41	TI Analysis of BRC Reports TID					
507-1-1	46	Toxic Alert System DMD					

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PROGRAMS AND/OR TASKS FOR 1962/1963 BEGINNING

Charge No.	Task No.	Task Name	Target Date	Effort MM	Responsibility Name	I.O. Responsibility Name	25X11
502-4-3	1	^D TB (Tech Branch) Tech Advise ^{ment} s	TPDS				
502-2-2	2	RR U 490 Equipment (Central Site)	} TID				
	3	RR U 490 Equipment (Remote Site)					
	4	TI Functional Design	TID				
502-2-1	5	Army Instrument Rooms	} Ops				
	6	Navy Instrument Rooms					
	7	Air Force Instruments Rooms					
	8	PAD Instrument Rooms					
	9	PAS Instrument Rooms					
	10	TIB Equipment Rooms					
	11	Special Caliber Equipment	} TPDS				
	12	Special Test Equipment					
	13	TPDS Optics Lab Room					
	14	TPDS Electronics Lab Room					
	15	TPDS General Lab Room	} DM				
	16	Map Filing System					
502-2-2	17	TI Problem Analysis	} TID				
	18	TI Equipment Specification					
	19	TI Training					
	20	TI Programming					
	21	TI Systems Checkout					

PROGRAMS AND/OR TASKS FOR 1963

Charge No.	Task No.	Task Name	Target Date	Effort MM	Responsibility Name	I.O. Responsibility Name	25X11
502-2-1	1	Bases for Equipment Selection (Report) (TPDS)					
	2	Vision Conservation Report PAD					
	3	PI Training Report PAD					
	4	Tech Advice On-line PI Systems TID					
	5	TPDS Equipment					
	6	TPDS R&D Evaluations Program TPDS					
	7	Professional Technical Advisory					
	8	NCR Photochromic Stereograms DMD					
	9	Instrument room functional design					
502-2-2	10	NADIR Coordinates from roll, pitch and yaw					
	11	Height Finding Program					
	12	Coordinate Transformations					
	13	Shadow Factor Program TID					
	14	Atmospheric Refraction					
	15	Error Analysis of Oblique Photography					
	16	Orbital Mechanics					

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1			
2		HWC	21 Mar
3			
4	<div style="font-size: 2em; transform: rotate(-45deg);">File</div>		
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
			DATE
			16 Mar
			SECRET

SECRET

16 March 1964



We have completed our evaluation and consolidation of all outstanding proposals, T.D.'s, and assignments as a follow-up to the discussions we held with you several weeks ago. We are now in a position to spell-out to you specifically that work which we wish to undertake or continue, and conversely, to indicate those proposals in which we have no further interest. Furthermore, we wish to prescribe the format in which we would like to receive the new proposals and to establish the channels through which all future proposals and other types of correspondence between and the I.O. will be handled.

We have consolidated all outstanding T.D.'s, proposals, and ideas into four new proposed T.D.'s. The requirements under each of these T.D.'s are presented in outline form on the attachment to this letter. In addition, we have indicated the I.O. personnel responsible for the coordination and direction of the tasks contained therein. These requirements represent a distillation of the great mounds of paper which have passed between us and represent the total scope of effort on which we now wish to focus. We should like you to flesh-out the detail as you deem necessary in order to provide adequate instructions to your company, to draft up the T.D.'s in our normal format and to return them to us for approval with the following information included:

- (1) Date to be commenced
- (2) Scheduled completion,
- (3) Man/months involved,
- (4) Estimated costs,
- (5) Person directly responsible, and
- (6) Associated personnel.

In terms of formatting the additional required information, we would prefer you use the chart made up by labelled, "T.D. and/or Task Personnel Responsible for Execution." We would suggest, however, that the title of this chart be changed to indicate simply, the new T.D. or Task Number, followed by a brief description of the work inasmuch as the chart provides more information than simply the personnel involved.

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Once these new T.D.'s are approved by the I.O., we propose to terminate the existing contract and rewrite it to reflect the newly agreed upon scope of work.

Turning next to the list of possible "Tech Directives" which [redacted] records showed were unacted upon by the I.O. as of 21 February 1961, we have reviewed them carefully and have concluded that all work on each of them should be discontinued immediately with the following exceptions:

- (1) Staff Study - Drying Chamber, Assignment 3, T.D. #1
The future of this proposal is currently being discussed between representatives of [redacted] and I.O. Such future action, if any, as may be decided upon should be included under the new T.D. titled: "Photographic Chemical Solutions Laboratory (Operations)."
- (2) Staff Study - Photographic Material Handling
Such future work as is required in this area is now covered by the proposed T.D., Photographic Chemical Solutions Laboratory (Operations).
- (3) Staff Study - Special Furniture, Apparatus, and Interiors
Required future efforts in this area are laid out in the requirements set forth under the new proposed T.D. titled, "Design, Layout, Equipment and Furnishings (Selected Areas)."

As for the handling of all future correspondence including new proposals, ideas [when presented in written form], and submission of finished studies, we request that all such items, and all copies of such items, be sent to [redacted] for such action as the I.O. deems necessary. The centralization thus provided should insure a more efficient and timely handling of the variety of matters arising between us.

We are most anxious to proceed with the Tasks contained in our new proposed T.D.'s, and are similarly interested in any new or additional ideas which you and your people may have. Hopefully, the revised procedures spelled-out above will help us clarify and expedite the handling of these matters and we look forward to a continuing pleasant and productive relationship with you and your organization.

Very truly yours,

[redacted]

Attachment: Outline of Requirements

Distribution:

Orig. & 1 - Addressee

1 - Exec Dir, NPIC

✓ 1 - [redacted]

1 - [redacted]

1 - AS CHROB

1 - [redacted]

File

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SECRET**ATTACHMENT**

PHOTOGRAPHIC CHEMICAL SOLUTIONS LABORATORY
(Fabrication and Installation)

T.D. _____
Asst _____

Requirements:

Monitor the fabrication of the Photographic Chemical Solutions Laboratory including recommendations for the solution of any problems arising in the course of fabrication and installation of the Laboratory. I.G. will retain the final approving authority on all specification changes.

I.G. Personnel Responsible:

Coordinator:
Direct Charge

PHOTOGRAPHIC CHEMICAL SOLUTIONS LABORATORY
(Operations)

T.D. _____
Asst _____

Requirements:

Cover all requirements for the supplemental equipping and operating of the Photographic Laboratory including:

- a. Preparation of a list specifying equipment needed in the Laboratory, suggested vendors and approximate prices. Included would be such items as film cleaning equipment, film racks, shoe cleaners, clean room clothing, etc.
- b. Recommendation for the purchase and installation, by the general contractor, of the main hoist for the Laboratory.
- c. Preparation of equipment layout and any working drawings necessary to the installation of this equipment.
- d. Preparation of a detailed Procedures Manual specifying quality and technical control procedures for use in the Laboratory.

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e. Preparation of a detailed Procedures Manual specifying operation's procedures and work flows for use in the Laboratory.

I.O. Personnel Responsible:

Coordinator:

Direct Charge:

DESIGN, LAYOUT, EQUIPMENT and FURNISHINGS
(Selected Areas)

T.D. _____

Asst _____

Requirements:

1. EDP Area (D&D)

This area will include both the and Minicard Rooms. Additional work needed will include development of plans for equipment and furniture layout, specifications for partitioning, etc.

2. Map Room (D&D)

Prepare layout drawings and recommendations for any additional equipment or furnishings which may be needed.

3. Library (Reading and Stack Areas)

Prepare or obtain layout drawings and recommendations for the types and quantities of furniture and furnishings to be installed. Based on I.O.'s satisfactory experience this company is suggested as the contractor.

4. Building General

Present interior design proposals including the development of an over-all theme, color schemes, accent points, etc.

5. Executive Office Area - 6th Floor

Present a recommended design and layout of this area including color scheme, wall covering if other than paint, furnishings including draperies and carpeting, designs for built-ins, i.e., bookcases, cabinets, map racks, etc.

M.S.--This point will be the subject of a separate memo from the I.O. to specifying in detail some of the parameters within which we must work.

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SECRET**6. Lobby and Cafeteria Area**

Present recommendations for color scheme, any special materials to be used, and, in the case of the lobby, any furniture requirements.

7. Lounges

Present layout and furnishings of lounges. This item should be handled in connection with the furnishings of the Library mentioned in 2.

8. Graphics Area

Development of a typical work station in the graphics area including design and layout, specifications for special partitioning, lighting and design, and procurement of such special furniture and equipment as is necessary.

9. Briefing Rooms

Present layouts and recommendations for special furniture and furnishings including ideas for remote and auxiliary controls on the teleprompter installation.

10. Built-Ins

Determine need for, and location of, any built-in items of furniture, i.e., bookcases, map racks, cabinets, etc. This will be building wide in scope.

11. 490 Site

Present plans for the equipment layout of this site.

12. PI Cubicles

Present design and layout of PI cubicles (home work stations), including specifications of such special furniture as required.

13. Security and Reception Areas

a. Present proposals for a badge handling and issuing equipment system. Information on the types, sizes, and numbers of badges to be handled, will be furnished by the I.O.

b. Present plan for the use of a portable "red light" system including the types, numbers, and costs of items to be procured.

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c. Present plans and specifications for the supplemental security and alarm panel system.

I.O. Personnel Responsible:

Coordinator: Rgts. 3, 4, 5, 6, 7, 10
 Rgts. 1, 2
 Rgts. 8
 Rgts. 9
 Rgts. 11
 Rgts. 12
 Rgts. 13

Direct Charge:

Rgts. 1
 Rgts. 2, 3
 Rgts. 4, 5, 6, 7, 10
 Rgts. 8
 Rgts. 9
 Rgts. 11
 Rgts. 12
 Rgts. 13

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SUBSTANTIVE P.I. ASSISTANCE

T.D. _____
 Asst _____

Requirements:

Provide substantive consultation and advice to P.I. elements as requested.

I.O. Personnel Responsible:

Coordinator:
 Direct Charge: -----

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